

# Review and update of the Safe and Secure Handling of Medicines: a Team Approach: Task and Finish Group Terms of Reference

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## Background

The Safe and Secure Handling of Medicines: a team approach was published in 2005 and is essential good practice guidance that is widely used in hospital and across other care settings. The guidance, which underpins medicines governance processes in organisations across all Great Britain member nations, is now significantly out of date. Twelve years on, the Royal Pharmaceutical Society (RPS) is reviewing and updating this guidance.

A small task and finish group has been established from members of the RPS Hospital Expert Advisory Group to provide oversight for this work and we will seek engagement across other groups and sectors in the pharmacy profession.

Whilst the RPS is providing leadership for the review, the safe and secure handling of medicines is a multidisciplinary responsibility requiring a team approach. Accordingly we are engaging with a wide range of stakeholders across Great Britain, including regulators, royal colleges/professional bodies, expert and specialist groups. We will also be seeking multidisciplinary endorsement. The multidisciplinary advisory group will engage across professions and specialities to ensure that all relevant expertise informs the revision of the guidance.

## Purpose of the Task and Finish Group

The project objective is to update the Safe and Secure Handling of Medicines: a team approach to reflect the current evidence base, health and social care organisational structures, professional requirements and user needs.

The aim is to publish core principles and a medicines pathway that will support the safe and secure handling of medicines in or across any organisation or setting. The core principles will be supported by more detailed guidance for specific areas, resources including a selection of case studies, and a series of frequently asked questions.

The task and finish group consists of a small group of members of the RPS Hospital Expert Advisory Group. The group's remit is to provide governance and oversight of the review and update of the 2005 Safe and Secure Handling of Medicines: a team approach which was led by the Hospital Pharmacists' Group of the Royal Pharmaceutical Society.

## Functions

- Provide oversight and governance for the project.
- Confirm the purpose and scope of the guidance
- Confirm the questions to be addressed by the guidance
- Provide support and guidance to the project consultant and lead author as required

- Work with the project team, contribute and review content throughout the development of the guidance
- Consider and provide opinion on the wider impact and implications of the professional guidance developed
- Review iterations of the guidance and comment on specific issues identified by the project lead
- Review and sign off the final guidance
- Facilitate endorsement of the guidance by relevant organisations
- Input into strategies to disseminate the guidance
- Once published to promote the guidance to own organisation and through own networks.

## Accountability

The Task and Finish group will provide governance and oversight and will contribute to the update of the Safe and Secure Handling of Medicines through constructive and reasoned feedback and advice within the context of the Functions described above.

The Royal Pharmaceutical Society will write, edit, and publish the Professional Guidance for the Safe and Secure Handling of Medicines, considering the advice of the Task and Finish Group and multidisciplinary advisory group. The final content will be reviewed and signed off by the Task and Finish Group.

## Duration

Initial expectations are that the group will exist for fifteen months (September 2016 – December 2017).

## Commitment

The Task and Finish group will meet approximately every two months at RPS London headquarters (dial in options are available). In addition to these meetings there will be further input by email, webinar and telephone.

## Membership of the group

The Task and Finish group are members of the RPS Hospital Expert Advisory Group.

Members of the Task and Finish Group are expected to conform to the RPS code of conduct for members of governance bodies as well as codes applicable to their respective disciplines and institutions.

## RPS team

Catherine Duggan, Director of Professional Development and Support  
 Katie Perkins, Project Lead  
 Catherine Picton, Consultant  
 Ruth Wakeman, Assistant Director for Professional Development and Support

Royal Pharmaceutical Society  
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